

WITS Training Descriptions

(Trainings that are not required for new providers.)

Trainings that are identified on this listing and designated as “available online” can be found under the SUD Provider Training Calendar under “Core Trainings” at any time.

Training Name	Which staff should attend?	What does this training cover?
Authorization Change Requests	Clinical and non-clinical staff	Viewing the Authorization, requesting additional services/units, requesting a new service, requesting a new End Date, and creating an ASAM Concurrent Review.
Authorization Dashboard/ Clinical Dashboard	Clinical and non-clinical staff	Viewing and using the Authorization Dashboard, how to do required set-up for the Clinical Dashboard in WITS, viewing the Clinical Dashboard, creating and reviewing feedback, and generating a Feedback Summary Report.
Consenting Records, GAIN and WITS	Clinical and non-clinical staff	Creating Consents, determining effective date, selecting information to be consented, revoking a Consent, reviewing activities that have been consented to your agency, understanding the link between WITS and GAIN ABS, what to do when the 1-to-1 relationship is broken, understanding the GAIN relationship to the Admission in WITS, and dealing with GAIN errors in WITS.
Idaho WITS User Group (IWUG)	All staff	This conference occurs bi-weekly to assist users with identifying issues, to provide training on specific issues, and to offer an opportunity to ask questions. The IWUG serves as a communication hub between state agencies and WITS users. Discussions on the IWUG include decisions that impact WITS users, upcoming changes to functionality, user instruction, and a question and answer opportunity.
Intro to ATR 4 Available Online	Clinical and non-clinical staff	Accepting referrals/linking consents/accepting authorizations; the order of steps for ATR4, including clients deemed clinically ineligible; changes from ATR3 to ATR4; completing provisional vouchers; and billing for ATR4 clients.

Training Name	Which staff should attend?	What does this training cover?
Medicaid Set-up and Billing	AWA's and clinical staff	Setting up an agency to use WITS for Medicaid billing and creating Encounter (billable) Notes.
Private Pay Set-up and Billing	AWA's and clinical staff	Setting up an agency to use WITS for Private Pay billing and creating Encounter (billable) Notes.
Private Pay Batching and Reconciliation	Billing staff	Creating batches, viewing the Payment List, understanding payment application, and viewing claims on the EOB Transaction List for Private Pay clients.
Scheduler & Group Notes	Clinical and non-clinical staff	Scheduling appointments, updating the status of appointments for reporting purposes, creating Encounters and group sessions from appointments, and creating and using Group Notes.
Self Pay Set-up and Billing	AWA's and clinical staff	Setting up an agency to use WITS for Self Pay billing and creating Encounter (billable) Notes.
Self Pay Batching and Reconciliation	Billing staff	Creating batches, viewing the Payment List, understanding payment application, and viewing claims on the EOB Transaction List for Self Pay clients.
Treatment Plan Training	Clinical staff	Creating the initial Treatment Plan, creating a Treatment Plan Review, signing off on treatment plans.
WITS 101 Available Online	All staff	Overview of WITS, including: WITS websites, HIPAA and CFR 42 compliance, logging into WITS, basic WITS navigation, viewing the Home Page, using the Client Search screen, viewing the Activity List, viewing the Episode List.

